

Dear Valued Direct Scripts Customer,

We are reaching out to you to remind you of an invoice that is past due. If you've already sent this payment, please disregard this reminder. We appreciate your business and thank you for your time and attention to this matter.

If you are ready to make your payment, please note that Direct Scripts offers the ability to pay your copays online via our secure online portal at pharmacy.directscripts.com.

Paying online:

1. Visit pharmacy.directscripts.com to get started
2. Click on "Forgot Your Password"
3. Enter the email address where you received this email and the required CAPTCHA (to prove that you are not a robot)
4. A new reset link will be sent to you so that you can update your password on your account and log in
5. After you log in click on "Go to Check Out" (an order will be appear to be in progress; you are not creating a new order – the items in the shopping cart are pending payment)
6. Select Member Name
7. Select Free Shipping and Next (checking this ensures that you are not charged for shipping in addition to your bill)
8. Select "Credit Card as Payment Method"
9. Click on "Process Copays"

As always if you prefer to pay by check, please follow the instructions below.

Paying by check:

1. Write invoice number on check
2. Mail to
Direct Scripts Mail
Accounts Receivable
2030 Dividend Drive
Columbus, Ohio 43228

Note that completing this process will only process payment for the prescriptions that we have shipped to date and will not create orders for additional medication to be sent to you.

If you would like assistance in completing the payment process, please feel free to reply with questions, or let us know the best time for us to assist you in setting up your account.

Billing Department

Direct Scripts Mail Pharmacy
800.913.1846 Main | Fax 818.839.5696
WeCare@DirectScripts.com



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